



Department of Housing and Community Development

NOTIFICATION OF VACANCY

June 4, 2018

**Operations Manager, Southwest VA Cultural Heritage Foundation
(General Administration Coordinator I)**

POSITION #00368

LOCATION:

**Southwest VA Cultural
Heritage Foundation
One Heartwood Circle,
Abingdon, Virginia
24210**

HIRING RANGE:

**Negotiable up to \$48,000
annually**

DUTIES AND RESPONSIBILITIES:

The Southwest Virginia Cultural Heritage Foundation is seeking a highly skilled and well-organized individual to serve as the Operations Manager. The signature project of the Foundation was the construction of the \$17 million facility, Heartwood, a gateway artisan center opened in June 2011 on land being leased from Virginia Highlands Community College. Heartwood serves as a focal point for marketing the significant cultural assets of the region. This position reports directly to the Executive Director and serves as a member of the Heartwood Management Team. This position's primary responsibility is ensuring organizational effectiveness by providing leadership for the organization's operational and financial functions. The position also contributes to the development and implementation of organizational strategies, policies, and practices. This position will also interact with the Board of Directors of both the Foundation and the associated non-profit Friends of Southwest Virginia. This position serves as Operations Manager for the Southwest Virginia Cultural Heritage Foundation and the Heartwood facility and provides support to the Friends of Southwest Virginia. This position will be responsible for the daily operations, accounts payable, payroll, contract management, facilities management, helping and creating organizational and program budgets in collaboration with the Executive Director, and other miscellaneous tasks.

QUALIFICATIONS GUIDE:

Working knowledge of the Foundation's projects, policies, and operations. Knowledge of the organization and operations of state government. Extensive experience and knowledge of automated office processes. Ability to use sound judgment and work independently. General knowledge of analytical principles and research methods. Ability to communicate effectively both orally and in writing. Ability to draft procedures and conduct research. Some knowledge of fiscal processes. Extensive skill and experience in using a PC and various presentation, word processing, and spreadsheet software. Bachelor's Degree with a concentration in administration, business administration, marketing, accounting or related field. An equivalent combination of training and experience will be considered in lieu of educational requirements. Experience in administrative support duties, workflow analyses, policy interpretation and application, fiscal processes, and in project management and presentation.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY JUNE 18, 2018 AT 11:59 P.M., EST.

*For additional information, please contact our Human Resource Office at (804) 371-7004.
An Equal Opportunity Employer*

*Women, minorities, veterans, people with disabilities, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.
Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.*
